



Career Opportunities

Position Title	: Senior Finance Officer
No. of Post	: (1) Post
Report to	: Operation Manager
Department	: Disaster Management Department (Kachin Special Operation)
Duty Station	: Myitkyina
Grade	: E1
Benefit Packages	: Salary + Accommodation Allowance + Hardship Area Allowance + Additional Allowance + Insurance + Communication Charges + Travelling Allowance + Home Return Leave/ Annual Leave+ Quarantine Leave + Casual Leave + Medical Certificate Leave + Maternity Leave + Substituted Leave
Application Deadline	: (30/03/2020), 16:30

Myanmar Red Cross Society (MRCS) is volunteer based humanitarian organization throughout the whole country acting with and for the most vulnerable at all times. Benefit Package consists of Paid Medical, Annual, Casual Leave, Insurance, On-Duty for Training, Provide Accommodation Allowance & Hardship Allowance for specific area, Training and Development Opportunities, Promotion and Management Development.

Background: More than 100,000 had been displaced in Kachin state of Myanmar since the resume conflict occurred in 2011 and MRCS involved in humanitarian assistances with the support of volunteers in the immediate response, moving IDPs to safer place and helping the authorities and partner agencies in construction of shelters. As the humanitarian assistances of MRCS enlarged in Kachin State, Kachin Special Operation (KSO) was initiated in 2014 by establishing a sub office at Myitkyina. Currently, with the support of ICRC, IFRC and DRC, MRCS continues program

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activities (Livelihood, WASH, vocational trainings, emergency support and branch development) in 71 IDPs camps Kachin State reaching more than 9,000 direct recipients.

Purpose of this position: Senior Finance Officer has a general responsibility to ensure that the project funds are properly managed and assist in the implementing of project activities within the framework of the MRCS policies, regulations and procedures.

Duties and Responsibilities

Planning and Budgeting

1. Assist in the forecasting of monthly, quarterly and annual planning and budgeting.
2. Request monthly or quarterly working advance to Head Quarter (HQ).

Cash and Bank Management

3. Acknowledge receipt of cash transfers from HQ.
4. Withdraw cash from bank and disburse to the respective personnel.
5. Receive cash refund from project personnel with cash receipt voucher.
6. Deposit all cash receipts into bank immediately.
7. Maintain and update the cash and bank book daily.
8. Submit the daily cash balance to Operation Manager for physical cash counting.
9. Prepare monthly bank reconciliation with bank statement.
10. Inform bank balance to HQ Finance and Operation Manager once a week.

Checking, Validating and Disbursing

11. Check monthly or quarterly working advance request with Plan of Action and Budget.
12. Arrange for the disbursing and transferring of cash to project personnel and suppliers.
13. Inform cash remittance to the respective personnel/recipients.
14. Check the working advance clearance and reimbursed expenses in accordance with the financial regulations, procedures and manuals.
15. Check the payment of procurement in accordance with financial procedures and procurement procedures and checklists.
16. Report to and receive instruction from HQ Finance Department regarding compliance of financial regulation, manuals and instructions or any issue concerning finance.

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Reporting

17. Submit the complete financial reports to Operation Manager for validating.
18. Send the complete monthly financial clearance reports to HQ Finance Department.
19. Submit the individual monthly working advance balance to Operation Manager.
20. Send the monthly financial report to HQ Finance after validation by Operation Manager.
21. Share monthly, quarterly and annual budget utilization with project and programme personnel.

Reconciliation

22. Reconcile regularly the working advance balance with project personnel.
23. Reconcile the monthly working advance balance with HQ Finance.

Finance Development

24. Responsible for the finance development of project staff and **branches in Kachin State** by cooperating with HQ Finance Development team.
25. Use appropriate Accounting Software for financial record keeping.

General

26. Make sure financial regulations, procurement procedures, checklists and instructions of MRCS are properly understood and adhered to.
27. Good coordination and cooperation with project personnel.
28. Provide technical advice to project and programme personnel.
29. Contact HQ Finance for technical advice.
30. Be Independent in checking the expenses of various projects.
31. Mutual understanding and respect is essential.
32. Responsible for the projects funded by ICRC, DRC and IFRC in Kachin State.
33. Perform any task allocated by Operation Manager.

Skills, Competencies and Requirements

- **Must be a Myanmar National**
- **Age Between 25 years to 40 years**
- CPA or B Com/B.Act (or) any degree with accounting diploma certificate
- Excellent skill in MS Excel and knowledge of accounting software is an asset
- At least three years professional experience in financial management and accounting field

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- Experience in preparing monthly, quarterly and annual financial reports
- Good interpersonal skill and communication skills
- Ability to travel to programme sites
- Effective English Language skills
- Understanding of, commitment to and willingness to actively promote, the Red Cross Red Crescent Fundamental Principles

****Note: Applicants will be considered to be shortlisted that need to send application letter, CV, passport-size photo, education qualifications and references (PDF Version) to:**

Branch Office:

Kachin State Red Cross Office,

Ayar Quarter, Myitkyina

Or

Gmail: mrcs.kachinhr@gmail.com

For more information and application, please visit to the www.redcross.org.mm

Only short listed candidates will be contacted for a personal interview.

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